

SUPERVISING BUYER*Class Definition*

Under direction, supervises the day-to-day activities of the centralized purchasing program for the City of Fresno.

Distinguishing Characteristics

Supervising Buyer is a first-line supervisory class assigned to the Purchasing Division of the Personnel Services Department. Incumbents supervise the work of personnel engaged in activities related to the centralized purchase, rental and lease of materials, supplies, services and equipment for use by City departments and the bidding of public works projects. This class is distinguished from Purchasing Manager in that the incumbent of the latter directs the overall operation of the Purchasing Division. It is distinguished from Senior Buyer in that the latter is the advanced working/lead level class in which incumbents perform the more difficult and/or complex assignments and do not have full supervisory responsibility.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Participates in developing and implementing goals, policies and priorities for purchasing activities and operations.

Supervises and participates in the work involved in processing purchase orders, requisitions, bids, and contracts, soliciting quotations, placing and expediting orders, and keeping records.

Evaluates the work of subordinate purchasing staff; meets with staff to identify and resolve problems; counsels employees to correct deficiencies; recommends disciplinary actions.

Prepares complex bid specifications and makes bid recommendations; reviews specifications prepared by others.

Assists City departments with procurement needs by providing information on prices, products, materials and services.

Consolidates City's needs to maximize consistent and cost effective operations; ensures purchasing practices are in compliance with legal, professional and City Charter requirements.

Maintains responsible business relations with vendors; keeps informed of new products and services, market conditions, and current prices; evaluates vendor performances.

Provides for and/or participates in staff training.

Participates in the development and administration of the division budget.

Performs other duties as assigned.

Knowledge, Abilities and Skills

Knowledge of modern and complex principles, practices, methods and legal requirements of municipal purchasing, including competitive bidding procedures.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of pertinent federal, state and local laws, codes and regulations, including minority business enterprise regulations.

Knowledge of current market conditions, trends and sources of supply, commodity markets, marketing practices and commodity pricing methods.

Knowledge of the principles of municipal budget preparation and administration.

Ability to supervise, train and evaluate professional and technical personnel.

Ability to plan and schedule buying activities for the greatest economy, efficiency and service.

Ability to prepare accurate and legally correct specifications and contracts.

Ability to analyze complex problems, evaluate alternatives and make creative recommendations.

Ability to exercise sound independent judgment within general policy guidelines.

Ability to prepare clear and concise records, reports, correspondence and other written materials and make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work, including City officials, vendors and general public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor*s Degree in Business Administration, Public Administration, or closely related field; and three years of experience in the procurement of supplies, equipment and services which included, or is supplemented by, one year of lead supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver*s License at time of appointment.

APPROVED: _____
Director

DATE: _____

SE:JC:CBW;jl:02/20/02